

## Frederick County Department of Aging

### Volunteer Position Description

<b>Position Title</b>	Resource Guide "Blue Book" Editor
<b>Purpose</b>	To update Department's Resource Guide "Blue Book" every year for distribution.
<b>Position Description of Duties</b>	Update and send out e-mail to providers regarding the yearly update. Update the format/information as providers return submissions. Continually proofread document for consistency of layout and spelling. Work with Department Director to determine appropriateness of text and submissions. Work with Department Director and Gazette staff on layout of text and front cover artwork.
<b>Qualifications for position</b>	Computer skills, detail oriented, proofreading Highly organized.
<b>Time Requirement</b>	2-3 days per week from June to August/choice of day Monday-Friday
<b>Location of Assignment</b>	Work from home via e-mail if has access to MicroSoft office software or at Department of Aging Meet w/collaborators from The Gazette
<b>Orientation and Training</b>	Initial meeting with Department of Aging staff to review policies and procedures as determined by past printings.
<b>Benefits</b>	Get to know more about providers that serve seniors in Frederick County. Improve computer skills and keep proofreading skills sharp.
<b>Evaluation &amp; Reporting Procedures</b>	Ongoing communication with relevant staff/supervisor as needed and prior to publication.
<b>Supervisor:</b>	Director of Department of Aging
<b>Contact Person:</b>	Carolyn True
<b>Contact Info:</b>	301-600-1605 ctrue@frederickcountymd.gov

